



ALTERNATIVE DUTY STATUS

Directive 4-108

Date of Issue: July 2013 Amends/Cancels: N/A

I. PURPOSE

Alternative duties status is designed to provide a safe and productive work environment for employees who, due to medical reasons are temporarily unable to perform the full range of duties as described in their classification.

II. POLICY

Alternative duties status is a prerogative of management and is contingent upon the availability of a suitable assignment. All requests will be taken on a case by case basis with the extent of the employees modification governed accordingly.

Assignments of duties are subject to the restriction criteria specified in the medical documentation submitted by the employee.

III. PROCEDURES

- A. Employees must make a written request to be placed on an alternative duty status. The request must be reviewed by the Detachment Commander. The Detachment Commander will make a recommendation to the Chief of Police or his/her designee as to the availability of a suitable position.
- B. Prior to placing an employee on alternative duty status DGS-MCP will confer with the DGS Personnel Division. This will be done to ensure the employee is eligible for alternative duty status. When working the designated alternative shift employees will not perform all routine functions associated with their current classification.
- C. The employee will not engage in any strenuous activities beyond the scope of the medical restrictions.
- D. Supervisors who are currently assigned to perform administrative duties may still be responsible for those administrative duties while on alternative status.
- E. Non-supervisory DGS-MCP employees will be assigned alternative duty assignments that do not exceed the restrictions of their alternative duty status.

- F. Police Officers retention of DGS-MCP issued badge, DGS-MCP identification, Maryland Police and Corrections Training Commission certification card and DGS-MCP firearm will be determined by the recommendation of the Detachment Commander to the Chief of Police on a case by case basis. Factors to be considered shall include but are not limited to:
1. physical and mental conditions which effect the employee's judgment and ability to efficiently use a firearm;
 2. medical treatment which may temporarily affect the employee's judgment;
 3. duration of alternative duty status; or
 4. reason for alternative duty status.